

# Jury Service Handbook



United States District Court  
Eastern District of Tennessee  
Greeneville Division

<http://www.tned.uscourts.gov>

(Rev. 2003)

**Welcome to Jury Service  
in the  
United States District Court**

This booklet contains some of the information that will be covered in your orientation. Please keep it for reference.

Jury service is not only a duty of citizenship it is a privilege. Based upon responses to exit questionnaires, we know that most people find their jury service to be interesting and worthwhile. We hope you will, too.

*“...(U)nless you are willing to participate in a democracy by serving, you cannot ensure the life, liberty, and pursuit of happiness...”*

Lindy Boggs  
former U. S. Representative  
from Louisiana

## **IMPORTANT TELEPHONE NUMBERS**

U. S. District Court Clerk's Office ..... 423-639-3105  
Jury Information Line ..... 1-800-767-0662  
Voice Mailbox:  
Kathy Hopson, Jury Administrator ..... 423-639-6235, Ext. 1206  
Rick Tipton, Deputy Clerk-in-Charge ..... 423-639-6235, Ext. 1213  
FAX ..... 423-639-7134

### **BUILDING ADDRESS**

James H. Quillen U. S. Courthouse and Federal Building  
220 West Depot St.  
Greeneville, TN 37343

### **MAILING ADDRESS**

U. S. District Court Clerk's Office  
Attn.: Jury Administrator  
220 West Depot St., Suite 200  
Greeneville, TN 37343

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## **PAYMENT FOR JURY SERVICE**

Attendance Fee: \$40.00 per day

Mileage Reimbursement: Mileage is reimbursed for your round-trip mileage from your home to the Federal Building. This rate changes from time to time. You will be advised of the rate that is in effect during your term of service.

You will be paid for each day of attendance whether or not you are selected to sit on the jury. **The court cannot pay you if you fail to call the Jury Information Line and report when you are not supposed to.**

If you are employed you are entitled by law to receive your regular pay from your employer minus the \$40.00 attendance fee. If you need further information regarding this provision, please request it from the jury administrator when you report for service.

If you are an employee of the United States government you are not paid an attendance fee but you will still be reimbursed for mileage and parking.

If your employer wants verification of your attendance for payroll records, please see the jury administrator or courtroom deputy for an attendance slip.

Juror paychecks are mailed directly to you at home. If your address changes during your term of service please advise the jury administrator. If you have a question regarding your juror payment you should contact the jury administrator.

The IRS requires that the \$40.00 attendance fee be included on your tax return (not the mileage reimbursement). The court does not issue an IRS Form 1099 unless a juror is paid \$600.00 or more in attendance fees in one calendar year.

## TERM OF SERVICE

The term of actual courtroom service is limited to thirty days over a period of approximately nine months (unless, of course, a trial lasts for more than thirty days). Realistically, you will serve only ten to fifteen days. On average, jurors report three to five days per month.

Each day you attend Court, you will report no later than 8:45 a.m., unless advised otherwise by the Court. You will be dismissed as soon as all the jury needs for the day have been met. This may be as early as 10 a.m. or as late as 5 p.m. It usually takes 30 to 45 minutes to select a jury ; those who are not seated are excused and are given a date to report back or advised that they will be notified by mail of the next date to report.

Sequestration - that is, being kept over night - is extremely unlikely.

## ATTIRE FOR COURT

Wear comfortable, neat clothing. “Sunday dress” is not required. A sweater or light jacket may come in handy.

***DO NOT WEAR*** shorts or tank tops, T-shirts, sweat suits or jogging suits, or clothing that is not in keeping with the dignity of the court.

## REPORTING NOTIFICATION

After the original summons is issued, the clerk's office corresponds with jurors by mail advising of dates to report and of changes in the court schedule. The presiding judge often will advise you in the courtroom of your date to return. When given a date to return for your next service by the judge, it is your responsibility to keep a record of it; notice will not ordinarily be sent by mail.

On days when you do not report for jury service, return to your regular job; you will be paid or given credit for only the days that you actually report for service. Every effort will be made to notify you in advance when the Court calendar has changes which affect your service.

## JURY INFORMATION LINE

On the evening before the date you have been notified to report for service as a juror, call the TOLL-FREE NUMBER (1-800-767-0662) to find out if there has been any change in your reporting time or date. If there are no changes, REPORT AS DIRECTED. Remember, you cannot speak to anyone when calling the toll-free number. A printed instruction sheet for using the call-in, toll-free number is included.

## REPORTING LOCATION

Each day you report for jury service, you should go directly to the Jury Assembly Room. You should also report to the Jury Assembly Room after lunch. There are restroom facilities in this area.

**REMEMBER**, whether you are present for jury selection or if you are a juror already selected, go directly to the Jury Assembly Room.

**DO NOT go in the courtroom or wait in the hall and DO NOT have any personal conversations with attorneys, parties, or witnesses.**

Always wear your juror badge in the courthouse.

## REQUESTS FOR PERMANENT EXCUSE FROM JURY SERVICE

All requests for excuse for the entire term of court ***MUST BE IN WRITING*** and must come from the individual juror, not an employer. If you request excuse for medical reasons, you must have a statement from your doctor indicating the nature of your condition and the period of time for which you are to be excused. ***DO NOT WAIT UNTIL YOUR FIRST DAY OF SERVICE TO REQUEST EXCUSE!*** If you do so and are excused, the court will not pay you for that day's attendance.

The law defines quite specifically what the grounds for excuse are and, unless a person falls within one of the categories defined, the Court has no discretion in granting excuses. This applies to permanent excuse from jury service - that is, excuse for the full session of the Court.

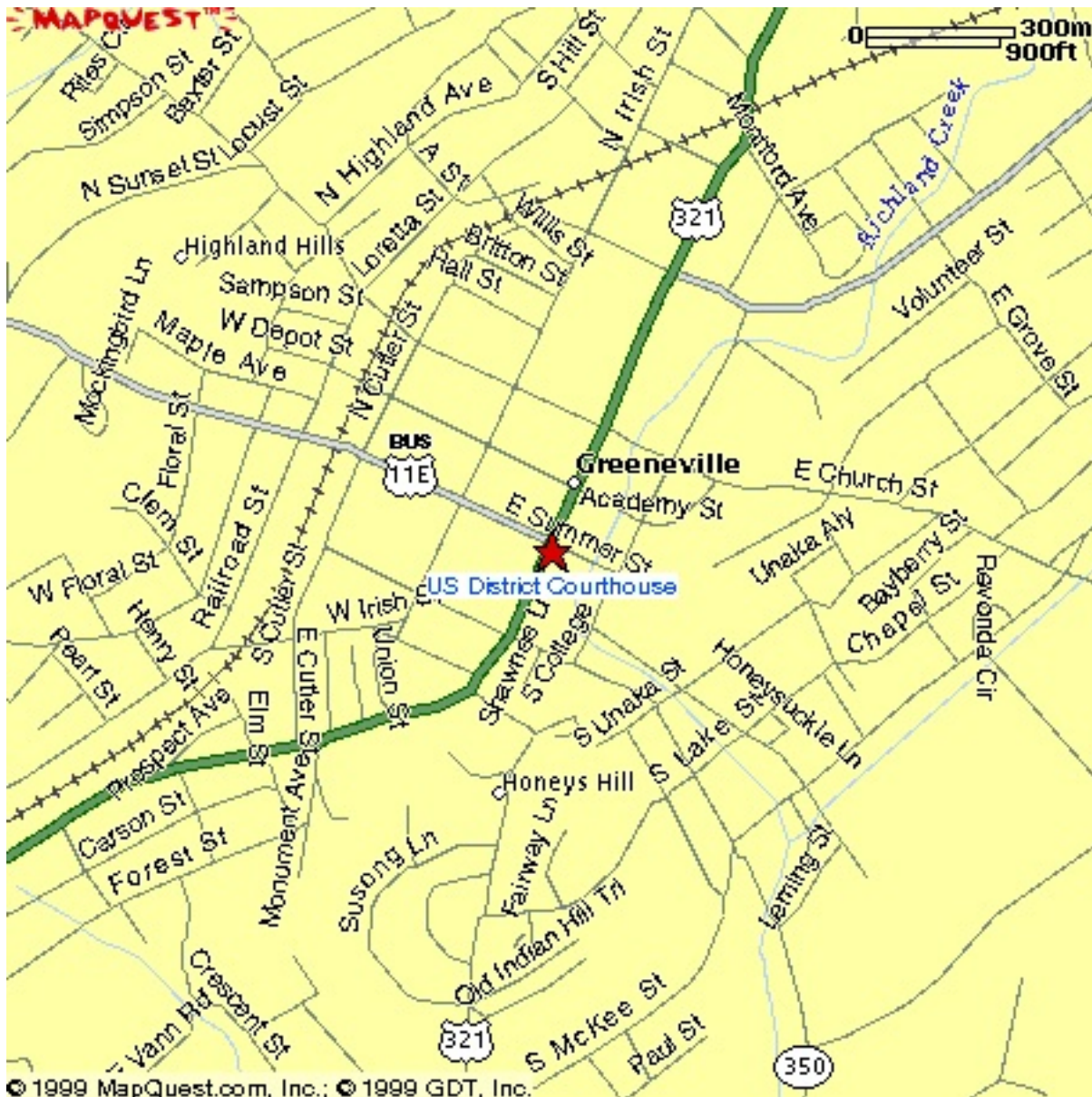
## REQUESTING DAYS OFF FROM JURY SERVICE

After you have been impaneled and know that there are days when you need to be excused for medical appointments, business appointments, vacation, etc., let the jury administrator know the dates so that your request to be excused can be noted. Such requests do not need to be in writing and will be liberally granted if this can be done without prejudice to the work of the court.

We make every effort to work around personal commitments but **YOU MUST LET THE COURT KNOW AHEAD OF TIME.** This is **YOUR** responsibility.

In the event of a last-minute emergency, call the jury administrator at 423-639-3105.

## DOWNTOWN GREENEVILLE



**Driving Directions:** If traveling Interstate 81 SOUTH, take exit 36 at Baileyton Road. Turn LEFT toward Greenville (Hwy. 172) for 12 miles. At stop light, turn RIGHT onto North Main Street / Hwy. 321. At third stop light, turn RIGHT onto Depot Street. The courthouse is one block down at the corner of Depot and Irish Streets. If traveling Interstate 81 NORTH, take exit 23, marked Bulls Gap / Greenville. Turn RIGHT toward Greenville (Hwy. 11E / Andrew Johnson Hwy.) for about 12 miles. Exit RIGHT toward Greenville Business District (also 11E). At second stop light turn LEFT onto Cutler Street. At next intersection (4-way stop), turn RIGHT onto Depot. The courthouse is on the corner of Depot and Irish Streets.

There is a two-hour limit for on-street parking in Greenville which is strictly enforced. The fine for overtime parking is \$10.00. The court cannot be responsible for a ticket if you should receive one. You may park at the shopping center a block from the courthouse. Please park away from the stores.



## SECURITY

The security gate is there for everyone's safety - including that of the jurors. Anytime you enter the building, you will be required to go through the security gate (including after lunch). Be prepared to present photo identification. Remember, this is for everyone's safety.

***CELL PHONES, PAGERS AND POCKET KNIVES ARE NOT ALLOWED IN THE FEDERAL BUILDING.***

## NEARBY RESTAURANTS

Arby's	Tusculum Blvd.
Bean Barn	Church St.
Brumley's	Main St. (General Morgan Inn)
Central Grill	Town Square Shopping Center
Hot Dog Stand	Corner of Main & Depot Sts.
Little Top Drive Thru	Main St. toward 11-E Bypass
McDonald's (three)	Tusculum Blvd. (close) 11E Bypass Asheville Hwy. (Hwy. 70)
Monterrey Mexican	Town Square Shopping Center
Peggy Ann Bakery & Deli	Snapp Ferry Rd.
Sandwich House	Main St., toward 11E Bypass
Subway (three)	2 located on 11-E Bypass Asheville Hwy. (Hwy. 70)
The Tannery (two)	Depot St. and Asheville Hwy. (Hwy. 70)
Tipton's Cafe	Depot St.

Several restaurants, including fast food establishments, are located on the 11-E Bypass.

Bottled water, coffee and doughnuts are provided free of charge in the jury room. A refrigerator is available in each jury room if you prefer to bring your lunch.

## **LAWS GOVERNING JURY SERVICE**

Any person summoned for jury service in U. S. District Court (federal court) is required to report as directed unless excused by the Court. Reasons for excuse are set forth in the Jury Plan for the Random Selection of Grand and Petit Jurors, a copy of which is available for inspection in the clerk's office of the U. S. District Court. The grounds for excuse are limited as jury service is an acknowledged duty of citizenship, and our form of government requires individuals to serve as jurors when called.

A person summoned for jury service who fails to appear as directed can be ordered by the Court to appear and show cause for failure to comply with the summons. A person who fails to show good cause to the Court for noncompliance with a summons may be fined not more than \$1000, or imprisoned not more than three days, ordered to perform community service, or any combination thereof.

By statute and order of this Court, an employer may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because of the employee's jury service, or the attendance or scheduled attendance in connection with jury service. If you believe your employer has engaged in such prohibited conduct, you should inform the judge or a member of the clerk's office immediately.

An employer violating this requirement is subject to

- (1) liability for damages to the employee,
- (2) an injunction from further such violations and to provide appropriate relief, including the reinstatement of such employee, and
- (3) a civil penalty of not more than \$5,000 for each violation as to each employee, and may be ordered to perform community service.

District courts have been given jurisdiction over civil actions brought for the protection of jurors' employment rights, and a mechanism has been provided for the appointment of counsel for jurors claiming violations by their employers and whose claims are found to have possible merit.

